



# Outsourcing of the Production of the French Edition of the International Review of Administrative Sciences (RISA)

**Date of Issue:** 21 August 2026

**Deadline for Submission:** 18 September 2026

## 1. Background

The International Institute of Administrative Sciences (IIAS) publishes the *International Review of Administrative Sciences* (IRAS) in English. A French-language edition, the *Revue Internationale des Sciences Administratives* (RISA), is also produced and distributed.

Currently, the production of RISA is managed in-house by IIAS staff, involving coordination with the English edition's journal manager, a translation service provider, and the French publisher (Cairn). With the departure of the staff member responsible for this coordination, the IIAS secretariat wishes to outsource the RISA production process to a qualified external contractor. Cairn service are not included.

As the outsourced services will involve the processing of personal data (e.g., mailing addresses of subscribers, authors, editorial board members, and IIAS members), this engagement is subject to the EU General Data Protection Regulation (GDPR) and any applicable national implementing legislation. The contractor will act as a Data Processor on behalf of IIAS, which remains the Data Controller.

## 2. Objective

To secure a single, experienced service provider to manage the complete end-to-end production of RISA, from receipt of the final English-language articles to the delivery of

the final print-ready manuscript to Cairn and the management of subscriber and contributor relations. The services should include the translation as well.

### **3. Scope of Work**

The Contractor will be responsible for the following tasks for each issue of RISA, which is published four times a year (March, June, September, December) with the possibility of special issue(s).

#### **3.1. Coordination and Handover from IRAS**

- Receive from the IRAS Journal Manager the final, published versions of all articles for the issue, including the table of contents and authors' contact details.
- Ensure the use of the correct "Onlinefirst" version of each article, which already includes SAGE's copy-editing and formatting.

#### **3.2. Translation Management**

- Manage the translation of all articles and the table of contents from English to French.
- Ensure translations are of high academic quality and adhere to a strict deadline.
- Receive and review all translated files from the translator.

#### **3.3. Manuscript Preparation for Cairn**

- Format the French manuscript according to the presentation guidelines required by Cairn (the French publisher).
- Prepare the final French manuscript, consisting of:
  - A complete table of contents.
  - One separate, formatted Word file for each translated article.
- Send the complete French manuscript to Cairn by the agreed deadline (approximately six weeks before publication).

#### **3.4. Proofreading and Quality Control**

- Receive the first proofs from Cairn.

- Conduct a thorough review of the proofs to ensure accuracy and quality.
- Issue the final "Bon à tirer" (BAT) approval to Cairn.

### 3.5. Distribution and Subscriber Management

- Coordinate the print run with Cairn.
- Coordinate the list of clients with IIAS
- Provide Cairn with the final number of copies to be printed and the complete mailing addresses for:
  - Subscribers.
  - Authors of the issue.
  - Francophone members of the editorial board, the Editor-in-Chief, the IRAS Journal Manager, and the IIAS Director General.
  - Francophone members of the IIAS, GEAP, and IASIA (in good standing).
  - Members of the IIAS Council of Administration.
  - 10 complimentary copies for the IIAS central office.

### 3.6. Data Protection and Confidentiality in Operations

- The Contractor shall process all personal data (including mailing lists and contact details) strictly for the purposes set out in Section 3.5 and only upon the documented instructions of IIAS.
- The Contractor shall ensure that all data transfers, storage, and access are secured using appropriate technical and organizational measures (e.g., encryption, access controls, secure file transfer protocols).
- The Contractor shall not retain, copy, or use any personal data beyond the performance of its contractual duties and shall return or delete all such data upon termination or completion of the contract.

## 4. Deliverables and Timeline (Example for March 2027 Issue)

The following timeline serves as a template for the production of each issue. The Contractor must demonstrate their ability to meet these deadlines.

| <b>Deadline</b>    | <b>Activity / Deliverable</b>                                                   |
|--------------------|---------------------------------------------------------------------------------|
| <b>15 December</b> | Receive final English articles and Table of Contents from IRAS Journal Manager. |

| <b>Deadline</b>    | <b>Activity / Deliverable</b>                                                   |
|--------------------|---------------------------------------------------------------------------------|
| <b>20 December</b> | Send all articles to translator and request a quote/devis.                      |
| <b>10 February</b> | Receive all translated articles from the translator.                            |
| <b>20 February</b> | Send the complete, formatted French manuscript (Contents + files) to Cairn.     |
| <b>1 March</b>     | Receive first proofs from Cairn, review them, and issue the "Bon à tirer" (BAT) |

## 5. Budget and Payment

- **Pricing Model:** The IIAS requires a **lump sum per issue**. This fixed fee must cover all services outlined in the Scope of Work (Sections 3.1 to 3.6), including translation, project management, formatting, coordination, GDPR-compliance-related administrative overhead, and the management of subscriber and contributor relations.
- **Exclusions:** The fee should be all-inclusive, with the exception of costs explicitly paid by IIAS to third parties (e.g., Cairn's publishing fees, printing costs).
- **Invoicing:** The Contractor will invoice IIAS 50% upfront and 50% upon completion and approval of each issue's deliverables.
- **Payment Terms:** Payment will be made within one week of receipt of the invoice.

## 6. Contractor Profile and Qualifications

The successful Contractor is expected to demonstrate:

- Proven experience in managing academic journal production.
- Experience in managing English-to-French translation of academic or technical texts. Shortlisted candidates will receive a sample from IRAS articles in English to be translated to French.
- Familiarity with the publishing requirements of platforms like Cairn.
- Excellent project management and communication skills.
- Ability to work to strict and recurring deadlines.

## 7. Submission Requirements

Interested parties are requested to submit a proposal by **18 September 2026** that includes:

### 1. Technical Proposal:

- A cover letter expressing interest.
- A detailed methodology explaining how the tasks in the Scope of Work will be executed (limited to maximum 1 page, focused on the workflow, quality control measures, and risk management strategies).
- A proposed timeline for a sample issue.
- CVs of key personnel who will manage the project.
- Examples of similar work (e.g., other journals produced or managed).

### 2. Financial Proposal:

- A fixed, lump-sum price per issue.
- A breakdown of costs (e.g., translation, project management) may be requested for clarification.

## 8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Experience and Qualifications (40%):** Demonstrated track record in academic publishing, translation management, and GDPR-compliant handling of personal data.
- **Methodology and Approach (30%):** Clarity and feasibility of the proposed work plan
- **Cost (30%):** Competitiveness of the lump-sum price per issue.

## 9. Contact Information

Proposals and any questions regarding this ToR should be submitted to:

Marco De la Cruz, IIAS Scientific Director (m.delacruz@iias-iisa.org) and copy to Sofiane Sahraoui, Director General (s.sahraoui@iias-iisa.org)